

## **Historic, archived document**

Do not assume content reflects current scientific knowledge, policies, or practices.

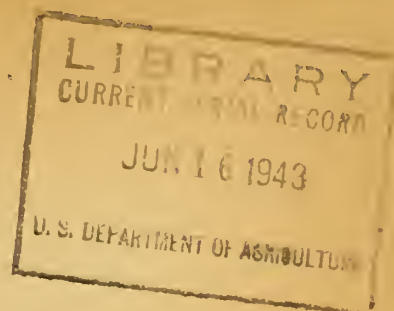


Reserve

1.9  
N 33M

ICULTURE  
N D C

UNITED STATES DEPARTMENT OF AGRICULTURE  
Director of Information  
Washington



June 5, 1943

OFFICE OF INFORMATION MEMORANDUM NO. 59

Newspaper Purchases

Recent amendments to the Department Regulations define newspapers in Section 1911 and provide in Paragraph 2 of Section 1912 as follows:

"Purchases of newspapers from public funds shall be made only after approval by the Director of Information. The Director of Information shall consider the relative needs of the various bureaus and shall approve purchases of newspapers only when, in his opinion, their use is necessary to formulate and execute programs and policies of the Department. No newspaper shall be purchased for the personal use of an employee.

To comply with this regulation the following procedure is established: Bureaus requesting subscriptions to newspapers shall forward the AD-244, "Request for Purchase of Publications", to the Department Library just as is being done with requests for all other purchases. The Department Library shall forward such AD-244's to the Director of Information for approval prior to the placing of a purchase order for the subscription.

The AD-244, when submitted to the Department Library should be signed by the responsible procurement officer for the Administration, Service or Bureau indicating the division within the bureau in which the newspaper will be used. A brief statement of justification should be made on the reverse side of the form. This statement should show clearly the need for the information contained in the newspaper, and reasons why it is not obtainable currently from official sources or from reports or publications already being purchased by or in the files of the Department. In case of orders for purchase of additional subscriptions of the same newspaper, the need for additional copies must also be justified.

*Keith Himebaugh*

Keith Himebaugh  
Acting Director of Information

